

---

# 10<sup>th</sup> JUDICIAL DISTRICT

---

*Bradley County*  
*McMinn County*  
*Monroe County*  
*Polk County*

---

*including*

Local Rules of Court  
for the  
Circuit, Chancery and Criminal Courts

(effective December 21, 1988; as amended January 1, 1990;  
August 1, 1991; April 29, 2003; September 13, 2006; April 15, 2007;  
March 4, 2010)

Table of Contents

Rule 1	Assignment of Cases	Rule 11	Courtroom Personnel
Rule 2	Pleadings and Attorneys of Record	Rule 12	Worker's Compensation
Rule 3	Trial Dates	Rule 13	Orders in Civil Cases
Rule 4	Discovery	Rule 14	Court Files
Rule 5	Evidentiary Depositions	Rule 15	Criminal Appointments
Rule 6	Motions	Rule 16	Disposition of Exhibits, Depositions, Etc.
Rule 7	Continuances	Rule 17	General
Rule 8	Out-of-County Hearings	Rule 18	Bail Bond Companies
Rule 9	Settlements	Rule 19	Conservatorships and Guardianships
Rule 10	Domestic Relations Cases	Rule 20	Courtroom Decorum

**RULE 1.**  
**ASSIGNMENT OF CASES**

The circuit judges shall be responsible for disposing of the civil and criminal cases filed with the Circuit Court Clerk, and all chancery cases filed with the Clerk & Master shall be disposed of by the chancellor; however, when necessary for the efficient administration of justice, a judge or chancellor may hear and determine any matter or perform any duty by interchange without the necessity of transferring the case to another court.

**RULE 2.**  
**PLEADINGS AND ATTORNEYS OF RECORD**

**2.01 Addresses and Costs.**

All original pleadings must contain the addresses of the litigants. All orders taxing costs must contain the addresses of the parties to whom costs are to be taxed.

**2.02 Jury Demands.**

In all pleadings in which a jury is demanded there shall be placed the words "JURY DEMANDED" upon the face of the subsequent pleadings.

**2.03 Docket Numbers.**

All pleadings shall bear the appropriate docket number. The clerk shall disclose the docket number of each case at the time the original complaint or petition is filed.

**2.04 Signature Block.**

All pleadings shall be signed by the

parties or their counsel. In addition, the name of the person signing the pleadings shall be typed or legibly printed immediately beneath the signature followed by the address required by TCRP 11. A firm name may also be added to the signature block if desired.

**2.05 Attorney of Record.**

All appearances and all requests for entry of attorney of record shall designate the name of the attorney primarily responsible for the case. The clerk shall enter that attorney's name on the rule docket. The attorney's firm name may also be shown on the rule docket.

**2.06 Assignment of Judge.**

If the case requires an assigned judge, the clerk shall assign the judge either at the time of filing, if necessary, or within five (5) working days. Copies of the Circuit and Chancery court schedules for each judge or chancellor are available in the respective clerk's office.

Only the assigned judge may remove himself or herself from a case.

**2.07 Extraordinary Relief Without Notice.**

Temporary restraining orders without notice, except orders of protection, shall be obtained only from the chancellor or a circuit judge assigned to civil litigation unless unavailable in which case any judge having jurisdiction to issue restraining orders may grant the temporary relief.

All orders granting temporary relief without notice shall contain a date upon which a motion contesting the order may be heard by the assigned

judge. The contesting party shall notify the other side of its intent to contest the order either on the date stated on the order or a later date. If the contesting party desires an earlier hearing date, both sides will confer with the assigned judge to determine whether irreparable harm will occur if the hearing date is not advanced.

### **RULE 3.** **TRIAL DATES**

#### **3.01 Setting Cases.**

Cases shall be set for trial in one of the following ways:

(1) By regular docket call in Chancery Court. The clerks shall issue notices to the attorneys of the date and time the docket will be sounded.

(2) By consent of the parties with the approval of the judge, chancellor, or clerk.

(3) By the trial judge, chancellor, or clerk with reasonable notice to the parties or their attorneys. Either side may request the clerk to issue notice of a proposed trial date. When a notice is issued a trial date must be established. A motion to set should be a last resort.

#### **3.02 Certification.**

The establishment of a trial date, by whatever means, constitutes a certification that the case is, or will be, ready for trial.

#### **3.03 Scheduling Orders and Pretrial Conferences.**

In all jury cases, and in other cases as appropriate, the parties shall submit a scheduling order by agreement within thirty (30) days of

the establishment of a trial date. The proposed order will be initiated by plaintiff and will schedule discovery, evidentiary depositions, joinder, witness list, dispositive motions, mediation and other pretrial motions or matters.

If a scheduling order cannot be agreed upon, plaintiff will request a pretrial scheduling conference. Any side may request a pretrial conference at any time deemed necessary.

#### **3.04 Mediation.**

Either side may request a mediation order, and the court may order mediation on its own initiative.

Neither side should request mediation within thirty(30) days of the trial date unless there is an agreement or extraordinary circumstances prevail.

### **RULE 4.** **DISCOVERY**

#### **4.01 Depositions.**

All depositions shall be completed no later than five (5) days prior to the date of trial unless an extension is granted by the trial judge or the parties agree.

#### **4.02 Interrogatories.**

Interrogatories shall be limited to thirty (30) including subparts, which shall be counted as new questions, unless extra questions are permitted by the trial judge.

#### **4.03 Filing required Only for Court Use.**

Interrogatories, discovery depositions, requests for production and other discovery material, except requests for admissions, shall not be filed unless or until it is to be used in

court or considered by the court for any purpose except impeachment.

## **RULE 5.** **EVIDENTIARY DEPOSITIONS**

### **5.01 Objections to Testimony.**

Objections to testimony in evidentiary depositions in jury trials shall be brought to the judge's attention prior to trial so that the entire deposition can be reviewed (and edited in the case of a video deposition).

## **RULE 6.** **MOTIONS**

### **6.01 Pretrial Motions - Responsibility of Movant.**

It is the responsibility of the moving party to call for a hearing of all pretrial motions as far in advance of the trial as reasonably possible. All motions not called for disposition prior to the trial date will be deemed to have been abandoned, except for extraordinary circumstances.

### **6.02 Motion Dates.**

Motion days will be established by the judge or the chancellor of the respective courts. It is the duty of the moving party to set the motion for hearing.

### **6.03 Resetting Motions.**

Motions may be reset by agreement, but the movant is responsible for removing the motion from the docket by notifying the clerk.

Motions not set for hearing within three (3) months may be dismissed. Motions on the docket without appearance for hearing are subject to dismissal.

### **6.04 Dispositive Motions.**

Upon the filing of any dispositive motion other than a motion for default, a bench copy of any statement of undisputed facts, supporting authority, and any response thereto shall be provided to the trial judge at the time of filing.

## **RULE 7.** **CONTINUANCES**

### **7.01 Judges' Approval.**

Except for cases involving domestic relations, cases may not be continued by agreement of counsel except by approval of the judge or chancellor.

### **7.02 Motions for Continuance.**

Except for an emergency, a motion for continuance shall be filed in all cases except agreed continuances of domestic relations cases. After filing, the motion may be heard by telephone conference.

All continuances, whether by agreement or motion (1) shall be memorialized by an order prepared by the party obtaining the continuance, (2) shall reflect the reason for the continuance, and (3) shall contain a new trial date.

### **7.03 Notification to the Clerk.**

All continuances shall be reported to the clerk immediately by counsel so that the case may be removed from the docket.

### **7.04 Grounds - Absence of Witness.**

Absence of a witness will not be

grounds for continuance unless the witness has been subpoenaed at least five(5) days before trial, except in extraordinary circumstances.

## **RULE 8.** **OUT- OF- COUNTY HEARINGS**

### **8.01 Out-of-County Matters.**

Out-of-County Matters may be heard only by (1) permission of the court and agreement of the parties or (2) by order of the court, upon a showing of extraordinary need.

### **8.02 Court File.**

The parties are responsible for checking out and returning the court file for any out-of -county hearing

### **8.03 Notice to Clerk.**

Counsel shall notify the clerk so that all out-of-county matters, whether contested or noncontested, may be docketed.

## **RULE 9.** **SETTLEMENTS**

### **9.01 Settlement Judge.**

Except by permission, settlements will be heard, and orders signed, only by the assigned judge or chancellor.

### **9.02 Settlement of Contested Matters.**

The clerk shall be notified as soon as possible of the settlement of any contested matter.

### **9.03 Late Settlement of Jury Cases.**

The costs of bringing in jurors for cases settled on the day of trial will be taxed as the judge deems appropriate.

## **RULE 10.** **DOMESTIC RELATIONS**

### **10.01 Scope of Rule.**

This rule shall apply in all domestic relations cases in the Tenth Judicial District.

### **10.02 Thirty Day Waiting Period.**

No action for the granting of a divorce shall be heard until at least thirty (30) days from date of service.

### **10.03 Contents of Divorce Complaint.**

All statutory requirements shall be strictly followed. For future reference, the statistical information shall be contained in, rather than attached to, the complaint, except as required by law. Where applicable, the Temporary Injunction established by T.C.A. § 36-4-106 (d) shall be set out verbatim in the original pleadings and served upon the defendant with the Summons and Complaint.

### **10.04 Certificate of Divorce.**

Plaintiff or counsel shall, simultaneously with the filing of a complaint for divorce, lodge with the Clerk or Clerk & Master in whose court the complaint for divorce is filed a certificate of divorce upon forms provided by the Clerks (as promulgated by the state registrar of vital records). Said certificate of divorce shall be typed and completed with all required information except for information pertaining to the "DECREE" section which is not known at the date of filing.

### **10.05 Disposition Period.**

All uncontested divorce cases will be disposed of within six (6) months and all contested cases within one (1)

year unless an application for extension is approved by the court.

#### **10.06 Temporary Restraining Orders.**

Temporary orders which affect the custody of, or access to, children or which affect the possession or status of a marital residence may not be obtained without notice of hearing unless it is clearly shown by verified complaint or affidavit that the children's safety or applicant's rights are being or will be endangered by the adverse party and the children or applicant will suffer immediate and irreparable injury, loss or damage before notice can be served and a hearing had thereon. If temporary custody is granted, co-parenting shall proceed in accordance with Rule 10.07 below, unless otherwise ordered.

Orders granting immediate relief without notice shall contain a hearing date with the assigned judge to determine the appropriateness of the order and any other relief requested by proper pleadings. This provision shall not prevent any aggrieved party from requesting a later or earlier hearing.

Counsel who obtain temporary orders without notice shall be available for a telephone conference with the judge, if necessary, to determine if an earlier hearing is required.

Temporary orders, whether granted upon hearing or without notice, shall remain in effect until modified by the court.

#### **10.07 Parenting Plan Packet in Divorce Cases.**

**(A).** The Circuit Court Judges and Chancellor have issued a joint order which shall govern the process in

Domestic Relations cases involving children. In addition to filing an affidavit of income with the original complaint, when temporary support is requested, the parties shall exchange monthly income information readily available from employers so that the court can compare income for comparable periods. Prior to hearing, counsel shall exchange this information, attempt to settle all matters relating to temporary residence and support, and shall file an income/expense statement prior to any hearing.

#### **(B). Standing Orders of the Court**

The following provisions shall be standing orders relating to temporary or permanent custody, support, visitation and co-parenting responsibilities, and the conduct of the parties:

##### **(1). Statutory Rights:**

The statutory rights set forth in T.C.A. § 36-6-101 shall be set forth verbatim in all Marital Dissolution Agreements, or if no agreement, in all final divorce judgments or post-judgment orders if not contained in the original final judgment.

The custodial parent will advise the other parent of all school and disciplinary contacts, all medical contacts and reports, and all other important developments in the lives and activities of the children.

Neither parent will engage in nor permit in the presence of the children any excessive alcohol consumption, immoral conduct, obscenities, violence, or disrespect for law and order.

##### **(2). Control of Co-Parenting**

Unless otherwise ordered, the person having non-residential co-

parenting responsibilities may take the children to reasonable activities. The custodian will have the children ready and available for all visits. In the event a child is invited or desires to participate in other activities which may interfere with a co-parenting time, a parent will not encourage, permit or consent thereto without previous approval of the other parent.

### **(3). Child Support**

A parent shall, upon the filing of a complaint for divorce, be responsible for paying to the residential parent child support in accordance with the Tennessee Revised Child Support Guidelines and worksheet. Support must be stated in monetary amounts rather than percentages. Information is available from the child support office.

All marital dissolution agreements, orders, and judgments involving child support shall affirmatively state that support is consistent with the guidelines or, if not, the reasons for deviation.

### **(4). Medical Insurance**

Any party ordered to maintain medical insurance coverage for minor children shall provide the other party with all necessary documents evidencing proof of coverage. The duty is a continuing one.

### **(5). Interference**

Neither parent will intrude upon the privacy of the other; nor falsely make nor imply mean, nasty, derogatory or deprecatory statements about the other to anyone; nor prevent, nor restrict, nor in any way interfere with the other's rights granted by the court.

### **(6). Injunction and Parenting Class**

The statutory injunction (T.C.A. 36-4-106(b)) and the parenting class requirements shall be served with a complaint for divorce or modification, as appropriate.

### **(7). Contempt**

A willful violation of the statutory injunction or parenting class requirement may be punishable by a Fifty (\$50.00) Dollar fine and/or incarceration in jail for each violation, or as otherwise allowed by law; or in cases of support, commitment to jail until support arrearage is either paid or a settlement is approved by the court.

## **10.08 Joint Financial Statement and Proposed Distribution.**

If an agreement is not reached or the case does not proceed on default, plaintiff shall serve on defendant, no earlier than thirty (30) nor later than ninety (90) days after filing, a proposed joint income, asset and liability list, in a format provided by the specific court in which the case is pending. Defendant shall, within twenty (20) days, serve a response in preparation for a meeting between the parties, or at least their counsel, to settle the case or prepare the final "Statement." All disagreements as to income, child support, or values or status of property shall be noted on the "Statement."

The "Statement" and each side's "Proposal for Distribution" in the same format, shall be filed no later than the day before trial.

If the parties reach an agreement with respect to the division of property but contest other economic issues such as alimony, the parties must submit a "Joint Financial Statement"

as to the value of the property received by each party.

Any party or counsel failing to comply with this provision may suffer the imposition of sanctions, including but not limited to dismissal of the complaint or counter-claim, acceptance of a "Statement" or "Proposal" prepared by the complying party and/or the imposition of attorney fees.

Nothing in this provision is intended to preclude the parties from settling their case by the filing of a Marital Dissolution Agreement or announcement in open court without the submission of a "Statement."

#### **10.09 Duty to Disclose.**

Each side has an affirmative duty to disclose all marital and separate assets and liabilities and to furnish such records as are reasonably available with respect to them. Violation of this duty may result in the setting aside of the MDA.

#### **10.10 Pensions and Retirement.**

Persons with any pension and retirement benefits have a duty to disclose those assets and provide the employer's calculation of value if that is the type of information the employer provides.

Any party desiring a greater than equal share of a pension or profit-sharing plan shall, unless the parties agree as to value, have the plan appraised and provide the other side sufficient information for an independent appraisal.

#### **10.11 Income.**

If there is a disagreement with respect to the income of either party, tax returns for the three (3) previous years shall be produced.

#### **10.12 Real Estate.**

Real estate must be appraised unless the parties are in agreement as to its value or the property is to be sold and the proceeds equally divided.

#### **10.13 Minor Children.**

##### **(A) Subpoenas.**

Minor children will be subpoenaed in domestic relations cases by serving the subpoena on the parent who has primary custody or possession, or on his or her attorney.

##### **(B) Strict Compliance with T.C.A. Section 36-6-224.**

No person shall receive either temporary or permanent primary or secondary parenting time with a child in either an original divorce case or a case to modify primary custody (whether ex parte, by agreement or by hearing) without filing a sworn pleading or attached affidavit which complies with both the letter and intent of T.C.A. §36-6-224 enacted for the protection of children. See comment to text.

##### **(C) Compliance with Supreme Court Rule 8, RPR 3.3.**

When children are involved, counsel shall give special attention to Rule 3.3, Rules of Professional Responsibility.

#### **10.14 Hearing of Post-Divorce Matters.**

Post-divorce matters shall be heard by the judge of the court who heard and decided the original contested divorce action or to whom the case was assigned.

#### **10.15 Orders of Protection under T.C.A. §36-3-603 where Divorce is Filed.**



Counsel involved in an active domestic relations case shall also be regarded by the court as counsel for the client in any order of protection case arising out of the marital relationship either before or after the divorce is filed. All orders of protection cases and related divorce actions shall be consolidated for temporary and permanent hearings.

**RULE 11.**  
**COURTROOM PERSONNEL**

**11.01 Officers in Courtroom.**

There shall be a court officer and a clerk in the courtroom at all times during the trial unless expressly excused by the trial judge or chancellor.

**RULE 12.**  
**WORKER'S COMPENSATION**

**12.01 Approval of Joint Petitions.**

No worker's compensation settlements will be heard until the complaint or petition is concomitantly filed with the clerk of the court.

**12.02 Pretrial Memorandum.**

Claimant shall fill out and serve a pretrial memorandum form provided by the court on the employer at least fourteen (14) days prior to trial, and the employer shall respond and forward the completed memorandum directly to the chancellor or trial judge at least seven (7) days prior to trial.

The memorandum shall include any deposition that will be offered for proof during the trial.

**RULE 13.**  
**ORDERS IN CIVIL CASES**

**13.01 Judge's Name and Hearing Date.**

All orders in civil cases shall contain the name of the judge who heard the case or who is to sign the order, as well as the hearing date, and the date each attorney approves the order for entry.

**13.02 Counsel Responsible for Preparation.**

Unless the court rules otherwise, counsel for the successful or proposing party shall prepare the proposed order reflecting the court's decision and shall submit it to opposing counsel not later than ten (10) days from the date of hearing or decision noting thereon the date of counsel's preparation.

**13.03 Action by Opposing Counsel.**

Within ten (10) days of receipt of the proposed order, receiving counsel shall either approve (and date the approval) and submit the order to the judge or chancellor for execution or, if approval is not given, shall contact opposing counsel in an attempt to resolve the differences. If the differences are not resolved promptly, counsel shall (1) fax a copy of the proposed order to the judge noting the areas of disagreement and (2) initiate a phone conference with the judge.

If counsel are unable to agree on a phone conference, the judge's office will be notified promptly.

**13.04 Effect of Failure to Comply.**

Failure of any counsel to follow this rule shall impose on all counsel a duty to submit forthwith a proposed order to the judge or chancellor pursuant to Rule 58, Tenn. R. Civ. P., and may subject delinquent counsel

to sanctions,  
including dismissal of a complaint or  
counter-compliant, if appropriate.

**RULE 14.**  
**COURT FILES**

No file may be removed from the office of the Circuit Court Clerk or Clerk & Master except by order of the judge of the court. No file will be checked out for a period in excess of seven (7) days except by specific order of the court.

**RULE 15.**  
**CRIMINAL APPOINTMENTS**

**15.01 Attorneys Subject To.**

Effective January 1, 1989, each attorney who maintains an office, advertises or practices regularly in an affected county will be placed on the appointment list for indigent defendants.

**15.02 Procedure for Removal of Name.**

Attorneys may be removed from the list by filing an affidavit with the court claiming exemption under these rules.

**15.03 Exemptions.**

The following shall be grounds for claiming an exemption:

(1) Attorneys who have practiced law for at least twenty years and who do not intend to accept criminal cases for a fee.

(2) Attorneys who do not practice in any trial court.

(3) Attorneys whose income is derived from a governmental source and are forbidden by contract or rule of the contracting agency from practicing criminal law.

**RULE 16.**  
**DISPOSITION OF EXHIBITS,**  
**DEPOSITIONS, ETC.**

**16.01 Items to be Discarded.**

Except as hereinafter provided, the clerks of all courts shall one year after such time as a case is finally disposed of by entry of a final judgment, final order, order of dismissal, order of nonsuit, or any other applicable order (e.g., order overruling motion for a new trial or motion to reconsider) remove from each court file and discard the following items:

(1) All depositions, whether taken for discovery or proof;

(2) All exhibits (including those not actually maintained in the court file);

(3) Copies of all pleadings accompanying all nulla bona returns; and

(4) Jury strike lists.

**16.02 Withdrawal by Party or Attorney.**

After a case has been finally disposed of (and before the clerk has discarded the same pursuant to Rule 16.01), a party may withdraw any deposition or exhibit by:

(1) Order of the court;

(2) Written agreement signed by all parties and their counsel and filed with the clerk; or

(3) Written notice filed with the clerk, sixty (60) days after disposition of the case, signed by a party or his counsel specifically identifying each exhibit and/or deposition he intends to withdraw. A copy of this notice will be served upon each party or counsel as required by TRCP. In the absence of written objection filed by a party or his counsel within fifteen (15) days from the receipt by the clerk of the notice of request to withdraw exhibits and/or

depositions, the clerk will allow a party or his counsel to withdraw the requested exhibit and/or deposition. Any objection to the withdrawal or exhibits and depositions shall be resolved by the court.

Any written agreement or notice of request to withdraw exhibits or depositions shall at the end thereof contain a blank receipt to the clerk for the items sought to be withdrawn to be signed by the party or his attorney upon the withdrawal of said items.

### **16.03 Exceptions.**

The provisions of Rule 16 shall not apply to the following cases:

(1) Domestic Relations Cases involving the support and custody of minor children until all involved children have attained the age of majority.

(2) Cases on appeal. Once such cases have been finally disposed of either in the appellate courts or in the trial courts upon remand, this Local Rule 16 shall apply.

(3) Minors or disabled children until removal of disability or attainment of majority.

## **RULE 17.** **GENERAL**

### **17.01 Negotiations.**

After the defendant's attorney has entered his name as attorney of record on the rule docket of the court, no attorney may negotiate or compromise any matter with anyone except the attorney of record.

### **17.02 Jury Demand in General Sessions Court.**

If a jury is demanded for a case in

Sessions Court, that case will be transferred to the court of general jurisdiction where a jury will be provided to try the matter on the issues raised. After a determination by the jury of the issues, the case will be remanded to Sessions Court with a certification of judgment from the trial court, and the Sessions Court shall proceed to judgment on the case.

### **17.03 Suspension of Rules.**

Whenever the court determines that in the interest of justice a rule requires suspension, the court may suspend such rule.

### **17.04 Removal of Cases to U.S. District Court.**

In cases which are removed to the U.S. District Court, counsel for the prevailing party shall notify in writing the clerk of the court from which the case was removed of the final disposition of the case in the U.S. District Court. Said notice shall be given to the clerk within ten (10) days of the final disposition and shall indicate the prevailing party in the U.S. District Court and against whom the costs were assessed.

### **17.05 Photographs, Recordings, and Televisions.**

The taking of photographs and operation of sound, recording, or television equipment in the courtroom is prohibited except by approved court reporters or by prior permission of the court. The clerk shall post a notice on the door of the courtroom.

#### **17.06 Post Verdict Interrogation of Jurors.**

No attorney, party or representative of either may initiate an interrogation of a juror who has not completed the term of service as a juror without prior approval of the court. Approval of the court shall be sought only by an application made by counsel orally in open court, or upon written motion which states the grounds and the purpose of the interrogation.

If a post verdict interrogation of one or more members of the jury should be approved, the scope of the interrogation will generally be limited to ascertaining whether a verdict might be subject to challenge for the reasons set out in Rule 606(b) of the Tennessee Rules of Evidence. The scope of the interrogation and other appropriate limitations upon the interrogation shall be determined by the judge prior to the interrogation.

#### **17.07 Post Conviction Relief Petitions.**

Post conviction relief petitions shall be docketed by the clerk on the date of receipt. The clerk shall immediately forward copies of same to the judge who presided in the case which is the subject of the petition, the local district attorney and petitioner's former counsel. The clerk shall thereafter place the matter on the docket on the first available non-jury day following 30 days of the receipt of the petition.

### **RULE 18.**

### **BAIL BOND COMPANIES**

#### **18.01**

Effective January 16, 1989, any person who desires to operate a professional bail bond company in any county in the Tenth Judicial District is required to post a minimum of twenty-five thousand dollars (\$25,000.00) in cash with the Circuit Court Clerk of said county as security for bonds written. Interest will be paid to the bonding company by the clerk. If any additional security is posted, it must be in addition to the minimum cash deposit.

#### **18.02**

Any company operating on posted security may write bail bonds ten (10) times the amount of the security. Security is defined as the total amount of cash on deposit with the Circuit Court Clerk.

#### **18.03**

If a company writes bail bonds in an amount exceeding the ten-to-one ratio of penal sums against the posted security, the Circuit Court Clerk is ordered to obtain an order from any judge of this court, suspending the company from the approved list of bail bond companies and to notify the suspended company and all inferior courts of said suspension. The suspension shall remain in effect until the company posts the required amount of additional security, or until the amount of penal sums written falls within the ten-to-one ratio, pending further orders of the court.

#### **18.04**

If a company has conditional forfeitures on bonds written which equal an amount in excess of the amount of security posted, the Circuit Court Clerk is ordered to obtain an

order from any judge of this court, suspending the company from the approved list of bail bond companies, and to notify the suspended company and all inferior courts of said suspension. The suspension shall remain in effect until the company has posted the required amount of additional security, or until the amount of conditional forfeitures falls within the ten-to-one ratio, pending further orders of the court.

#### **18.05**

Any bail bonding company who employs an agent to write bonds must have each agent approved by a judge of this district exercising criminal jurisdiction.

#### **18.06**

Statutes concerning semi-annual reports will be strictly enforced. Any bonding company who fails to comply will be suspended after notice.

### **RULE 19.**

#### **CONSERVATORSHIPS AND GUARDIANSHIPS**

Conservatorships and guardianships shall be filed in either Chancery Court or other court having probate jurisdiction.

### **RULE 20.**

#### **COURTROOM DECORUM**

The following rules shall govern courtroom decorum.

(a) Counsel, parties, witnesses and jurors shall be prompt.

(b) Counsel shall rise when addressing the court or making objections.

(c) Except when making objections,

counsel shall conduct the trial from the lectern. Permission must be obtained before approaching a witness.

(d) Oral confrontation and argument between opposing counsel are prohibited.

(e) No person shall, by facial expression or other conduct, exhibit any opinion concerning any testimony which is being given by a witness.

(f) During trial, counsel shall not exhibit any familiarity with any witness, juror, or opposing counsel. The use of first names should be avoided.

(g) During argument to the jury, no juror shall be addressed individually.

(h) Except during the course of the trial, no counsel or party shall communicate or converse with a juror on any subject.

(i) Suggestions by counsel regarding the comfort or convenience of the jury, or proposals to dispense with argument or **peremptory challenges**, shall be made to the court out of the hearing of the jury.

(j) Any request to have the reporter read back testimony shall be addressed to the court.